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A

PRACTICAL METHOD

OF

SHORT-HAND,

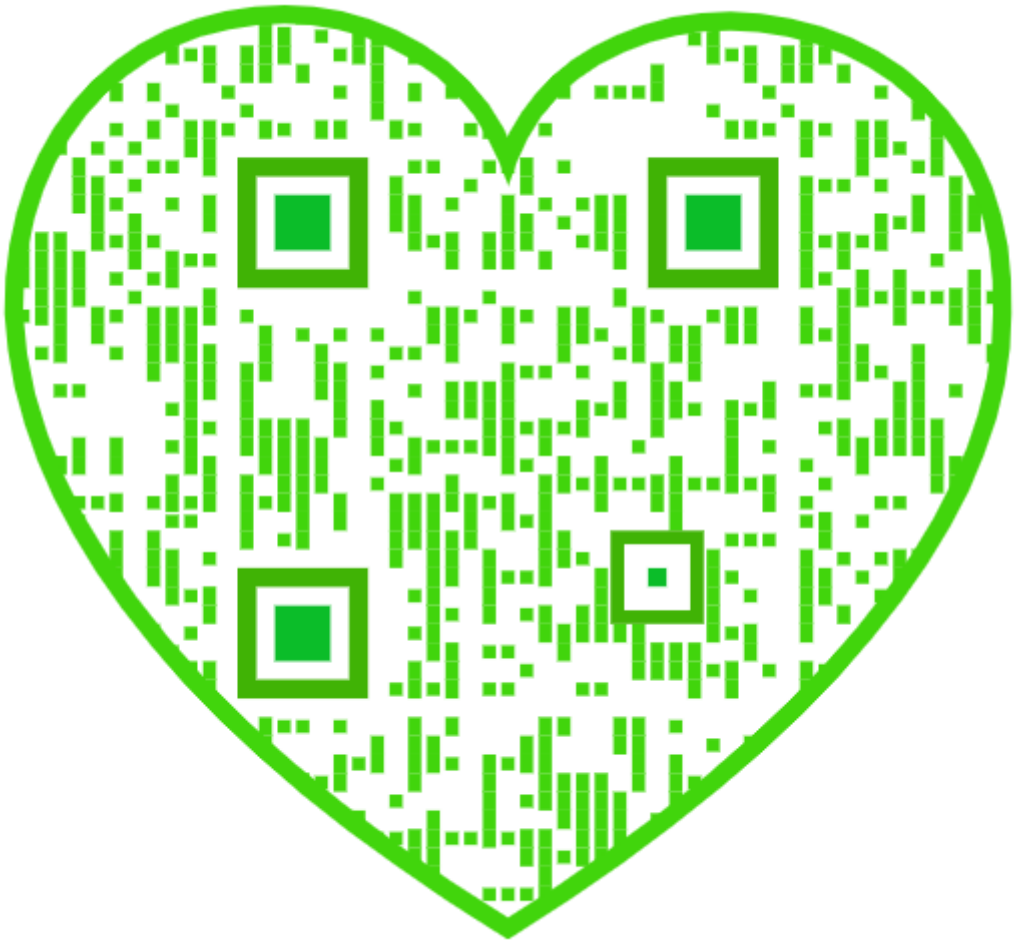
BY

A. L. DAVISON,

MADISON, WISCONSIN.

PRICE 50 CENTS.

MADISON, WIS.:
DAVID ATWOOD, PRINTER AND STEREOTYPER.
1880.



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INTRODUCTION.

A practical method of short hand, easy to learn and capable of being written with the rapidity of speech, has become not only a convenience but a necessity. It is not only the practical reporter who must use short hand in reporting the proceedings of legislatures, courts, conventions and public meetings; the student who wishes to preserve the thoughts which come to him, perhaps never to return; the professional man, whose important duties leave him no time to keep, in the cumbrous, tedious English script, memoranda which would be full enough to be of value, and the business man, to whom, in every sense, "Time is money," need the assistance of a system of short hand; and this necessity has been recognized to some extent by the employment of short hand amanuenses in many railroad, insurance and law offices, and in many business houses and establishments where a large amount of writing is done. By dictating to short hand amanuenses the work of five hours is done in one, so far as the principal is concerned.

While the demand for such writers is constantly increasing, it can only be met by means of a short-hand method so simple, clear and uniform that it may be soon learned and the student enabled to enter upon the practice required for the attainment of great speed. Such a system should have no rules more honored in the breach than in the observance by numerous "exceptions;" it should not seek to write the English language as it should be, but as nearly as possible as it is. In the method here offered, irregularities and unnecessary refinements have been avoided, and it is the confident belief of the author, from many years' experience in reporting, that only such a method can come into common use, or can be learned in a reasonable time by the application of ordinary attention and ability.

TABLE OF SIGNS.

Sign.	Type.	Sound.	Sign.	Type.	Sound.
	B	be		Sh	she.
	Ch	ea*ch*		T	to.
	D	do		Th	thin, them.
	F	if		V	ever.
	G	go		W (h)	way, whey.
	H	he		w	way, whey.
	h	he		*w*	way, whey.
	J	jar, gem		Y	you.
	K	*k*ey, *c*an, *q*uit		y	you.
	L	let		*y*	you.
	M	me		Z	buzz, was, usual.
	N	no		A a	aim, am.
	mp or mb	*ample*, *amber*		E e	deed, dead.
	Ng	ri*ng*		I i	my, mit.
	P	up		O o	no, not.
	R	are		U u	new, nut.
	r	are		oi	boy.
	S	so		ow	now.
	s	said, is		au	awl, ought.
	ss	says		oo	too, took.
	st	fa*st*		wi	wide.
	str	fa*ster*		wou	wound.

SIGNS AND SOUNDS.

The table of consonant and vowel signs shows the characters used in shorthand to represent the sounds forming words, the type-signs by which the shorthand characters will be indicated in this book, and gives examples of words in which the sounds occur.

It will be seen that *c* and *x* are not in the list, *c* being represented by *k* or *s*, as it has its hard or soft sound, and *x* being represented by *ks*. The same character represents *k* and *qu*, *q* being invariably followed by *u*, and the primary sound of *q* being *k*.

Ch, *Ng*, *Sh* and *Th*, are represented by simple signs, the sounds represented by such signs being simple sounds, although indicated by combinations in English spelling. *G* is only used for the sound of *g* in *go*. What is called "soft g," the sound of *g* in *gem*, is represented by *J*. The same character represents *mp* and *mb*.

H, *r*, *s*, *w* and *y*, are each provided with more than one sign. Those signs will be indicated in this book by the type placed opposite the characters, H representing the stroke, h the "tick," R the curve, r the straight stroke; S the curve, s the circle; W the stroke, w the semi-circle opening to the right, *w* the semi-circle opening to the left; Y the stroke, y the semi-circle opening downward, *y* the semi-circle opening upward.

Ch and r are distinguished by two differences; r is more inclined; Ch is written downward and r is written upward.

The vowel signs are never used alone as vowels, but always in combination with consonants, as will be shown hereafter. For this reason s and a may be represented by the some sign without confusion.

W is used to represent the sound of *wh* in *where*, *when*, etc., as well as w in *won*, *one*, etc. The circle s is used to represent the sound of z in many cases as in the common spelling, as in *is*, *as, does*, etc.

The strokes should be of as nearly uniform length as possible.

B, D, G, J, Mp, Ng, Th, V, W, Y and Z are heavy or "shaded," the others light strokes.

B, F, P, R, V and W, are inclined to the left at an angle of 45 degrees.

D, H, S, T, Th and Z, are perpendicular.

Ch and J are inclined to the right at an angle of 30 degrees.

L, Sh and Y, are inclined to the right at an angle of 45 degrees.

r is inclined to the right at an angle of 60 degrees.

G, K, M, N, Mp and Ng, are horizontal.

PHONETIC SPELLING.

Words are written in short hand by the signs given in the Table, which represent the sounds composing words, not the letters commonly used in spelling them. There are no "silent letters" in short hand. The sign representing the first consonant sound is written; to this is joined the sign representing the next consonant sound, and so until all the consonant sounds are represented. For the representation of all words of ordinary occurrence this is sufficient. The forms of such words will be given in this book, and with such forms the hand and eye should be soon familiarized. In a few cases, which will be given, and in case of unusual or foreign words, vowels are also written for greater certainty and ease of reading; but in practice vowel signs are used but little. By means of combinations of consonants, which will be explained, nearly every syllable has its peculiarly appropriate sign, and the constant use of vowels would be not only burdensome, but useless. When the use of a vowel is necessary, it is used as shown by the following examples. When the vowel precedes, it is placed at the left of a perpendicular or above a horizontal sign; when it follows, it is placed at the right of a perpendicular or below a horizontal sign. The vowel may be made heavy for a long, and light for a short sound. A list of arbitrary word-signs is also given. As these signs are joined to other words in making "phrases," two signs are given for *a*, *an* or *and*, either of which may be used as most convenient. When standing alone, the horizontal is preferable. The signs given for *of* and *on* are also used for *the* when

joined to other words, as will be more fully explained hereafter.

Sign.	Insertion of Vowels.	Sign.	Arbitrary Word-Signs.
	A D–aid. D-U–due. S O–so. K-E–key. N-I–nigh. B-oi–boy. B-ow–bough. Sh-oo–shoe. wi-N-wine.		I. the. a, an, and. the (joined)-of. the (joined) on, should. to, too, two. or. now. new, knew.

INITIALS.

When initials are represented in short hand, A is represented by the horizontal tick a, C by Ch, G by G, H by H, R by R (curve).

MONOSYLLABLES.

Words of a single syllable comprise the largest part of spoken or written language; and familiarity with their proper forms is the first and most important step toward acquiring speed in short hand writing. A very few of these words are necessarily represented by contracted forms or abbreviations. The list of monosyllables which follows shows by what sign each word is

represented, and contains the few monosyllabic contractions which are useful.

B	be, by	r	are, our, or (or word sign)
Ch	each, charge	S	so, see, say
D	do, day	s	is, his, as, has, us
F	if	ss	says
G	go, give	st	first
H	had, who, whom	str	store
h	(tick) he, him	Sh	shall
J	large	T	it, at, out, ought
K	can, come, came, court	Th	they, them, oath, think
L	law, will, all	V	have
M	me, my, am, from, much	W	way, away
N	in, no	w	we, with
Mp	map	*wc*	what, would
Ng	thing, long	Y	ye, year, your
P	up, hope	y	you
R	are, our, or (or word sign)	*y*	you (either y or *y* as convenient)
		Z	was

Vowel signs as word signs:

I	I (given in list of arbitraries)	ow	how
		aw	awe, awful
O	Oh		

The following contractions of words of common occurrence are also useful:

B	object-ed	J	advantage, religion
Ch	church	Mb	may be
D	defendant		

SIMPLE COMBINATIONS

are those in which the signs are simply joined together, the forms of the signs undergoing no change. The examples given in the following table will illustrate this.

When a consonant is repeated, if it is represented by a straight sign, the sign may be simply made double length, or one sign may be written at or near the end of the other; if it is represented by a curved sign, the sign is repeated, making two curves. See K K and N N.

No angles are made which are not necessary to preserve the distinctive forms of the signs. See N-M; L-S; M-N; R-Sh.

L and Sh may be written backward or forward, in order to make a convenient outline. See F-Sh; R-Sh; L-K; L-N.

The circles for s, ss, st and str, are joined to strokes as shown; on the most convenient side of straight strokes, on the concave side of curves, and on the outside of angles. When a circle precedes and another follows a straight stroke, it is easier to preserve the straightness of the stroke by putting the circles on opposite sides. See sKs.

h, w, *w*, y and *y* may be joined to strokes or inserted in the same manner that vowels are.

The first stroke of a word is written on or a convenient distance above the line, and the next joined to it, as shown, until all are written.

In a few cases, the principle illustrated by K-K, third line, may be used advantageously to avoid an awkward joining, as D-T; F-G, etc., which may be joined or disjoined.

TABLE OF SIMPLE COMBINATIONS.

Sign.	Sound.	Sign.	Sound.
	G G		r-Ch.
	K K (or)		sT.
	K K		s N s.
	M M		st T.
	N N		st T st.
	F. N.		st N.
	B. Ng		N st.
	P. N.		T str.
	H. N.		T s K.
	Th. Ng.		r s K.
	L S		M s K.
	L Sh		sNsNs.
	M N		s K s.
	N M		s P s.
	R-Sh		h M.
	N Sh		h a K.
	F Sh		w T.
	L K		y L.
	L M		wi F.
	L N (or)		KsPrNs.
	L N		s K s T s K s.
	Ch-r		str K str.

The following words are best written with the vowels as indicated:

eN	any	ID	idea
Thes	these	eFKT	effect
Thos	those		

The following is a list of common forms and contractions represented by simple combinations :

sB	subject	FM	familiar
sMb	somebody	rPB	republic
sNg	single, singular	KTh	Catholic
sV	several	LR	lawyer
Nst	next	Pr	appear
rsP	respect	SK	ask
Pss	possess	sK	seek
Pst	post	SN	assign
PsFs	postoffice	sN	sign
stT	state	SP	especial
Nss	United States	sP	special
KsM	custom	rG	regular
BNg	bank	rrG	irregular
Ns	influence	GD	guide
Dst	distinct	Th(e)s	these
DstNg	distinguish	Ths	this
TsMN	testimony	Th(o)s	those
TG	together	Ms	myself
rP	represent	Hs	himself
NV	never	Thss	themselves
NTh	nothing	HsV	whosoever
NNg	anything	PP	proper–property
NY	New York	PB	probable, public
Kstr	extra	PPs	perhaps
Ksr	extraordinary		

COMPOUND CONSONANT SIGNS.

The strokes B, Ch, D, F, G, H, J, K, L, M, N, Mp, Ng, P, R, r, S, Sh, T, Th, V, W, Y and Z are modified as shown in the Table, for the purpose of adding r, l, f, v, n, t and d, and prefixing w or wh. The principles of modification are illustrated in the Table by K and N, but all straight strokes are modified in the same manner as K, and all curves in the same manner as N, and the principles used in modification apply uniformly and without exception to every full size consonant sign, the Golden Rule of this system being, "Whatsoever ye do unto one consonant, do ye even so to another."

A stroke made twice its standard length takes the additional value of *r*, so that the double length strokes represent Br, Chr, Dr, Fr, Gr, Hr, Jr, Kr, Lr, Nr, Mr, Mpr or Mbr, Ngr, Pr, Rr, rr, Sr, Shr, Tr, Thr, Vr, Wr, or Whr, Yr and Zr. This lengthening is indicated in type by the figure 2, thus, B 2, Ch 2, etc.

It will be remembered that the double length straight signs also denote repetition, as BB, etc., but as there are but a few words, as pipe, gag, kick, judge, in which this use is made of that principle, no confusion results, especially as in case of unusual difficulty the second length may be disjoined and written after the first, to indicate repetition. (See K-K in last Table).

A small hook at the beginning of any stroke adds l, forming Bl. Chl, Dl, Fl, Gl, Hl, Jl, Kl, Ll, Ml, Nl, Mpl, Ngl, Pl, Rl, rl, Sl, Shl, Tl, Thl, Vl, Wl, Yl, and Zl. This hook is represented in type by l. This hook, like all other hooks, is placed on the most convenient side of straight letters, and on the concave side of curves. Being placed at the beginning of the stroke, it will ap-

pear upon the left or upper end of all strokes except L and r, which are written upward. When Sh follows another stroke, it may be written upward, when the l hook will be at the lower end of Sh, that being the beginning of the stroke as written.

A small hook at the end of any stroke adds n, forming Bn, Chn, Dn, Fn, Gn, Hn, Jn, Kn, Ln, Mn, Nn, Mpn, Ngn, Pn, Rn, rn, Sn, Tn, Thn, Vn, Wn, Yn and Zn. This hook is indicated in type by n. This hook is also placed on either side of a straight sign and on the concave side of curves.

A large hook at the end of any stroke adds f or v forming Bf or Bv, Chf or Chv, Df or Dv, etc. This hook is written in every respect the same as the n hook, except that it is larger. This hook is represented by f or v.

A large hook at the beginning of a stroke *prefixes* w or wh, forming the combinations w (h) B, w (h) Ch, w (h) D, w (h) F, etc. This hook is written in every respect the same as the l hook, except that it is larger. This hook is represented by w ' or wh '.

Making a stroke half its usual length gives it the additional value of t or d, forming the combinations Bt or Bd, Cht or Chd, Dt or Dd, Ft or Fd, etc.

This half length is indicated by t or d.

Strokes may be modified in more than one way, by receiving a hook at each end, and being also made double or half length. When a hook occurs at each end of a straight letter, the straightness of the stroke is better preserved by putting one on the right and the other on the left side.

When s, ss or st precedes or follows a hooked stroke, it may be written inside the hook, as shown in the table.

TABLE OF COMPOUND CONSONANT SIGNS.

Sign.	Type and Value.	Sign.	Type and Value.
	K 2 = Kr.		N 2 = Nr.
	Kl.		Nl.
	rl.		Ll.
	KShl.		MShl.
	Kn.		Nn.
	Kf or Kv.		Nf or Nv.
	w'r or wh'r.		w'L or wh'L.
	Kt or Kd.		Nt or Nd.
	Kln.		Nln.
	Kl 2 = Klr.		Nl 2 = Nr.
	s Klns.		sNlns.
	sw'kns or swh'kns		sw'Nns or swh'Nns
	sKl 2 = sKlr.		sNl 2 = sNlr.
	sKl 2 ns = sKlrns.		sNl 2 ns = sNlrns.
	Klnt or Klnd.		Nlnt or Nlnd.
	sKlnt (or d) s.		sNlnt (or d) s.
	ssKss.		ssNss.
	TsKl.		rsMl.
	stKst.		MKl.
	Ksts.		N Kl.
	TstK.		Mst T.
	TstrK.		str M.

When more than one modification is made of a stroke, the sounds indicated are read in this order:

1. Circle at beginning.
2. W (h) hook.
3. Stroke.
4. l hook.
5. r double length.
6. n or f-v hook.
7. t or d half length.
8. Circle at end.

SYLLABICATION.

By means of the expedients shown, a vast number of combinations may be made. In using these and selecting the most legible outlines for words, some regard should be paid to the division of words into syllables.

When the first letter of a syllable is *s*, it is generally better to use the circle, s, st or str. When a vowel precedes s, the use of the stroke S is preferable. The forms given in the first list of words, should be strictly adhered to, but in other words these observations apply.

When the first letter of a syllable is r, the straight letter r is generally used. Where a vowel precedes r, the curved R is used.

By these means, while the vowel itself is not shown, the place where the vowel occurs is indicated.

Where w, y, wi or wou occur in a syllable, and would, if written, be inserted at the side of the stroke as shown in the Table of Simple Combinations, in the same manner that a vowel is inserted; they may, if the word is sufficiently legible from its consonantal outline, be omitted.

Thus, quiet, quite, enquire, may be represented by K T — Kt, and N–K 2, lawyer may be written L–R, etc. Whenever, however, the word is not familiar, the vowel signs should be used.

Where there are words containing the same sounds, some of which are of one and others of more than one syllable, and the sounds may be represented by a compound consonant sign, or a stroke modified by a tick circle or semi-circle, or by simple signs joined; the compound signs should be used for the monosyllables, the simple signs joined for the polysyllables. Thus quite should be written Kt, quiet, K-T; true, T2, utter, T-r; smaller, s-Ml-r, similar, s-M-L-R; bear, B2, bury, B-r; fall, Fl, follow, F-L; hill, h-L, hollow, H-L; pen, Pn, penny, P-N; rain, rn, rainy, r-N; and so with all words where the same conditions exist of similarity of sounds and difference in the number of syllables. The nearer the approach to a style of writing in which each syllable has its representative in the shorthand outline, the greater will be the facility of writing and the ease of reading.

Certain words assume a special importance by their frequency of occurrence as part of compound words.

Of these, *with*, *out*, *in*, *ever* and *under* are examples. The form of the simple word should be retained in all compounds where possible. Thus, within, without, wherever, whenever, understand, etc., should be written by joining the outlines of the words of which they are composed.

When a final syllable ends in ct, those sounds may often be omitted, as in expect, K-s-P; respect, r-s-P; collect, Kl; inflect, N-Fl, and in analogous words.

In syllables ending with "nk" (having the sound of Ng-k), the k may be omitted, as bank, B-Ng; frank,

F2-Ng; thank, Th-Ng; blank, Bl-Ng; drank, l 2-Ng.

The syllables, "ble," "bly," "bility" are represent d by B; as, miserable, M-s-r-B; tolerably, Tl-r-B; cap -ble, K-P-B, etc.

"Fer" is represented by F2, "ference" by F2 s; as i n refer — r-F2; reference, r-F2 s; infer, nF2; inferenc , n-F2-s, and similar syllables.

"Form" is represented by F, "formance" by F-s; a s in perform, P2-F; performance, P2Fs; inform, N-F.

"Con," "com," and "cog," are represented by K, as in consider, K-s-D2; commence, K-N-s; recognise, r-K-Ns Before K or G, "con" is more conveniently represented by Kn, as Kn-Kt, connect; Kn-G2-s, congress.

"Contra," "contri" and "counter" are represented by K2; as contradict, K2-D-Kt or K2-D; counterbalance, K2-Blns.

"Scribe," "script," "scope," and "circum" are represented by sK; as in describe, D-s-K, manuscript, M-N-sK telescope, T-L-sK; circumstance, sK-s-Tns.

"Gage," "gram," "graph," and "graphic" are represented by G, as engage N-G; mortgage M2G; telegram, Tl-G-; telegraph-ic, Tl-G.

"Tive" and "full" are represented by the f or v hook, as respcctive, rsP-v; respectful, rsPv.

"Self" and "soever" are represented by s, "selves" by ss, as in myself, Ms, himself, Hs, themselves, Th-ss.

"Inter," "enter," and "intro" are represented by Nt (half length), as in interest, Nt-sT; entertain, Nt-Tn; introduce, Nt-Ds.

"Magna," "magni," etc., are represented by M-G, as in magnificent, MGFsNt; magnanimous, MGNMs.

"Tion" is represented by the n hook, as in intention, Nt-Nn; contemplation, K-T-MpLn; consideration,

KsD2n. When the n hook is inconvenient it may also be represented by Sh.

"Ship," "tial," "cious" and "tion" are represented by Sh, as in friendship, F2Nd-Sh; partial P-r-Sh; efficacious, F. K. Sh.

"Ful" is represented by F as well as by the f hook as in fanciful, F-Ns-F; merciful, M2-s-F.

In words of two or more syllables, if the legibility of the outline is not impaired, a common affix may be omitted. In reading, the position of a word in a sentence usually indicates its grammatical relation, and by this the proper affix is readily supplied. Advantage is taken of this in writing exact-ly, K-sKt; inform-ed-a-tion-ing, N-F; respect-ing-able-ful-fully-ability, r-s-P; regular-ity, r-G; represent-ed-ing-ative-ation, r-P; and many others which will naturally follow.

The following list of words represented by compound signs, in which the best form of many words of commom occurrence is given, contains the few abbreviated forms which are of use in practice, as well as a few common phrases:

Double Lengths.

B2 remember — brother
Ch2 each are, cheer
sCh2 such are
D2 dear during
F2 for, far, offer
G2 agree, great
H2 her, here, hear, who are
J2 jar
K2 occur, car, acre
L2 lore, liar
M2 more, Mr

M2s	Mrs
Mp2	important
Mp2s	impress
N2	near, nor, another
P2	per, principle, principal
P2v	proof, prove
r2	rare, rather (ra'er)
S2	yes sir
Nsr	no sir
T2	true, truth
V2	ever, every
W2	whether (whe'er)
Sh2	share
Th2	there, their, they are
Th-r	other
M2G	mortgage
R-Mr-K	remark

L HOOKS.

Bl	bell, blow, able
Dl	deliver
Fl	fall, fail, flow
Gl	glow
Jl	general, jail
Kl	equal, difficult-y
Ml	mail
Nl	only
Pl	pull, play
rl	rail, real
Tl(orT-L)	tell
Vl	value
Yl	yell
r-Kl-K	recollect
Kl-K	o'clock

N HOOKS.

Bn	been, objection
Chn	chain
Dn	done, addition
(e)Dn	edition
KDn	condition
Fn	fine, fun
Fnd	find
F(ou)nd	found

(The vowel should generally be written.)

Gn	again
Kn	action
Mn	man, motion
M-Shn	machine
Mp-2n	impression
(o)Mn	omission
Nn	known, none, notion
Pn	pen, pain
Rn	earn, oration
rn	rain, ration.
Sn	session
Tn	ten
T-Nn	attention
Vn	vain, evasion, vision

F OR V HOOKS.

Bv	above
Df	differ-ent-ence.
Gv	gave (G = give), govern-ment.
Hf	half.
Lv	leave.
Mv	move.
Mp2v	improve.
Pv	pave.

rf	rough.
Tf	tough.
Shv	shave.
Wv	wave.

W (h) HOOKS.

w'ch	which.
w'F	wife.
wJ	wedge.
w'K	week.
w'L	well, while (h-L-whole).
w'Mn	woman, (e) women.
wN	when, one.
w'Nt	went, want, wont.
w'-NTd	wanted.
w'Ng	wing.
w'r	where, were.
w'rd	word.
w'T	wait.
w'Th2	whither, weather.
w'T2	water.
w'r-Ld	(backward) world.

Half Lengths.

Bt	but.
Cht	cheat.
Dd	did, date, debt, do it.
D (e) d	deed.
D (i) d	died.
Ft	after, fate.
Gt	get, got (insert vowel when necessary).
Hd	head, hate, hat.
Hld	hold, held.
Jd	aged.
Kt	quite, could.

Lt	let, late.
Mt	might, made.
Nd	end, under, not, note.
Pt	put.
Rt	art.
h-Rt	heart, hurt, heard.
rD	read.
r-T	write, wrote.
rt	writ, rate.
St	east.
St-B	establish-ment.
St-N	astonish-ment.
Tt	at it.
Tht	that, thought.
Nt	note.
Wd	wood.
Yt	yet.
Zt	was it, used.

Combinations of Compound Signs.

N-Dd	hundred.
P-rt-n.T	opportunity.
P-rt	part.
P-rt-Kl2	particular.
sP2s	surprise.
N-K2	enquire-y.
K2-T	character.
K2-n	corn.
B-Gn	begin, begun, began. (Insert vowels if necessary).
Dnt	do not.
Knt	cannot.
T-Rd	toward.
B-Hnd	behind.

sMtM-s	sometimes.
sMt-M	same time.
sMt	somewhat.
Hnd	hand.
r-Gd	regard.
K2-T2	quarter.
F2wNt	frequent.
Jnt	gentleman, gentlemen.
	(Insert e in gentlemen, when necessary).
M-s-K	mistake.
K-s-D2	consider.
s-K-s-Tns	circumstance.
r-Kl-K	recollect.
St-rD	yesterday.
K-Dn	condition.
K-T2	contract.
K-s-T2	construct.
N-ss-r	necessary.

NEGATIVES AND PLURALS.

Where "im," "un," "ir," etc., are prefixed, as in *immaterial*, *unnecessary*, *irrelevant*, the prefix may be expressed by M, N, or R prefixed (although the sound is obscure) or by the vowel i.

In words derived from "man" the plural shonld be indicated by inserting e.

TRIPLE LENGTH.

The triple length straight strokes represent BrB, ChrCh, DrD, GrG, JrJ, KrK, PrP, rrr, and TrT. These are indicated by B3, Ch3, etc.

The triple length curves represent Frr, Hrr, Mrr, Nrr, etc., indicated by F3, H3, etc.

Triple lengths are used as in writing the following words:

Ch3	church.	T3	treat.
D3	dread.	Sh3	surer.
G3-T	aggregate.	Th3	there are.
J3	George.	M3	mirror.
K3	correct.	N3	nearer.
P3	prop.	Kl3	clerk.

PHRASES.

Words of common occurrence may be joined, forming phrases.

The word signs for *I*, *the*, *and*, *of*, *on*, *all*, *or* and *how*, are joined to preceding or following words.

When *the* stands alone, the dot should be used; when joined, the most convenient of the oblique ticks for *of* or *on* is used. The construction of the sentence indicates whether the tick used represents *the*, *of* or *on*.

ss represents *is as*, *as is*, *is his* or *as has*.

st repressnts *is it*, *as it* and *has it*.

str represents *is there*.

The principles of modification of strokes are used as follows:

R (double length) adds *are*, *or* or *our*.

L (hook) adds *all* or *will*.

N (hook) adds *own*, *one* or *than*.

F or v (hook) adds *of*, *have*, or *to have*.

T or D (half length) adds *it*, *ought* or *to*.

Nt (hook and half length) adds *not*.

W (hook) prefixes *we*, *what* or *with*.

When *in* is followed by a word beginning with *r*, N2 may be used to represent *in r-*.

Either sign for *you* may be used, as convenience of joining may demand.

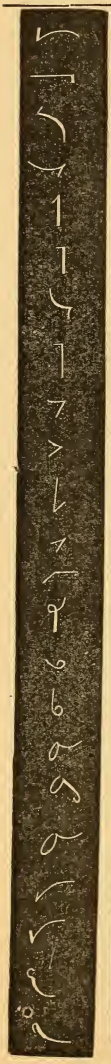
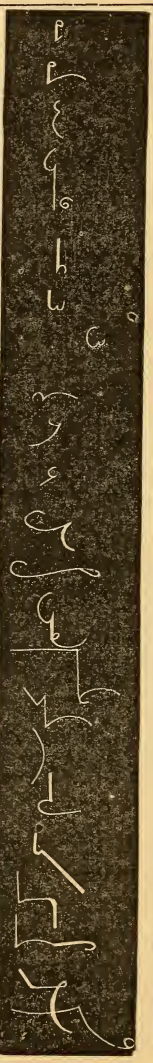
The following list shows the application of these principles:

ss-N	as soon	M2n	more than.
ss-D	is said, as said	sMn	some one.
ss	is as, as is, is his, as has	Nn	no one.
		r-Th2-n	rather than.
st	is it, as it, has it	s-N2-n	sooner than.
str	is there	Blv	able to have.
B2	be our, by our	s-D-v	said to have.
Ch2	each are	s-Ch-v	such have.
w'Ch2	which are, which our	w'Ch-v	which have.
		H-v	who have.
D2	do our	K-v	can have.
F2	if our	L-v	all of.
G2	give our	M-v	may have.
H2	who are	s-M-v	some of.
M2	may our	R-v	are to have,
Mb2	may be our	T-v	out of, ought to have.
N2	know our, knowor		
P2	up or	Thv	they have.
R2	are our	Bt	be it.
r2	are our	Blt	able to.
S2	so our	w'Cht	which it, which ought.
T2	at our		
Th2	they are	sDt	said to.
V2	have our	Ft	if it.
w'N2	one or	G-Ngt	going to.
Chl	each will.	Ht	had it, had to.
Fl	if all.	Kt	can it, come to.
Hl	who will.	K-Ngt	coming to.
Nl	in all.	Lt	will it,
rl	are all.	Mt	may it, am to.
Tl	it will.	Nt	know it.
Thl	they will.	Pt	up to.

H2n	her own.	Rt	are to, or it.
w'Chn	which one.	Tt	at it.
Mn	my own.	Vt	have it, have to.
Bnt	be not.	w'L	we will
Dnt	do not.	w'M	with me, we may
Hnt	had not.	w'N	we know, with no
sDnt	said not.	w'r	we are, with our
Mnt	may not, am not.	w'T	with it
Nnt	know not, known it	w'Th	with them
Rnt	are not, or not.	w'V	what have
rnt	are not, or not.	wY	what year
Shnt	shall not.	N2-sP	in respect
Tnt	ought not.	N2-Ln	(backward) in relation
Thnt	they not.		
w'D	we do, what do.	N2-Gd	in regard
w'F	what if.	w'rs-P	with respect
w'G	we give, we go.	w'r-Ln	with relation
w'H (or " we "H)	—we had, with whom.	w'r-Gd	with regard
		w'Mb	we may be
w'K	we can, we come.	w'Mb2	we may be there

The following examples show the appearance of phrases of small characters, and gives some examples of the omission of connecting words readily supplied, a principle which may be extended in practice as the experience of each writer may prove advisable.

COMMON PHRASES.

Sign.	Value.	Sign.	Value.
	I am.		said to him.
	can I.		said to me.
	the way.		we had.
	in the.		had not it.
	the day.		with us, with his.
	a day.		do you.
	have a.		don't you.
	and it.		had not you.
	and the.		you may.
	of the, of him.		you shall.
	at the, at him.		with him, with the.
	on the, on him.		one of them.
	on a.		one of the most.
	he said.		half a dozen.
	of us.		quarter of a mile.
	at us, at nis.		up to the time.
	is it not.		yes sir.
	has it been.		day of the week.
	is there no.		don't remember.
	he will.		time of day.
	I will.		time and again.
	we have.		because they are.
	you have.		in reference.

HINTS FOR PRACTICE.

The use of phrases should never be extended beyond the limits of legibility. In order to preserve legibility while securing the real benefits of phrasing, attention must be paid to a few obvious principles.

The ticks for *I*, *he*, *a*, *and*, *the*, *of*, *to*, *on*, *or;* and the semi-circles for *we*, *with*, *what*, *would* and *you*, being readily distinguishable as distinct words, even when joined to strokes, may be freely joined to preceding or following words, whenever they make a convenient joining.

Common words whose forms are well known, occurring in their usual and natural connection and order, may be freely joined as long as it is easier to join than to disconnect the words.

Phrases should not be allowed to wander far above or below the line, as more time is lost in changing the proper place of writing than gained by avoiding the disconnection.

There should never be any studied effort made to form phrases, as such efforts result generally in the formation of unnatural combinations difficult to read, for the combination which does not naturally occur to the mind in writing, will not appear natural in reading.

Short hand which cannot be easily read is worse than useless. It is not true that the speed of short hand depends upon the number and intricacy of abbreviations and the microscopic smallness of the writing, and that they should therefore be carried to the very verge of distraction and invisibility, or at least of illegibility. On the other hand, as in the common English script, in which the easiest is the most legible writer, so in short hand ease of writing, which is the means of speed, is consistent with the highest degree of legibility, and a

legible and natural style alone is consistent with the highest speed.

The attempt to gain speed by hurried motions, should be avoided most carefully. If such motions were the means of rapid writing, they could not be continued long enough to be of service. An easy, flowing style of writing in short hand is as advantageous as a similar style of writing long hand. When the short hand forms of words have become as familiar to the mind as the long hand forms, an easy writer can, without hurry or confusion, follow the most rapid speaker.

For the purpose of securing this familiarity, reading is even more important than writing in practice. The student should, after learning the forms given in this book, apply the principles given to the selection of the best forms of other words, paying most attention to the shortest and commonest words, as, if these are well known, so that the word suggests the outline as soon as heard, one might almost afford to write the long and uncommon words in English script.

Punctuation is best done by spacing, that is, leaving spaces corresponding to the length of grammatical and rhetorical pauses. The habit of carrying the hand forward proportionally to the pauses naturally made in speaking is readily formed, and exhibits to the eye in reading a more accurate and natural representation of the division of a sentence into its parts than any other system of punctuation.

If a clause or sentence is repeated, or often used in the same connection, a long horizontal line may be used to donote it where it would be understood. In taking testimony, this expedient may be used to denote answers which echo the terms of the question. An example will make this clearer.

Question. Do you think you were there before?

Answer. I think I was there before.

Q. You are not positive?

A. I am not positive.

Q. You could not remember positively at present?

A. I could not remember positively at present.

In such a case as the above, the three answers may each be represented by a line.

Questions and answers are best distinguished by writing the questions across the full width of the page, and writing the answers upon the right hand half or two-thirds of the page, leaving a space at the left of the answer, which will show its length at a glance, and assist greatly in rapid and easy reading.

Where a word or clause is heard indistinctly, attention is called to that fact by throwing a light circle or ellipse around the "region of doubt." If the doubt is subseqnently cleared up, and the words appear to have been correctly heard, or are properly corrected, the effect of the circle may be destroyed by horizontal lines, thus: =, indicating certainty.

When a sentence is broken off and left unfinished, that fact should be indicated by a dash, made like a diminuendo in music, thus > .

The names of the speaker or of counsel in court and notes of applause, laughter and interruptions should be enclosed in circles or parentheses, made heavy, so as to catch the eye if it is desired to refer to any part of a report.

Transcription. — Where it is desirable to transcribe a large amount from short-hand into long-hand, three methods are used. The notes may be read by others who are familiar with the system, and for this purpose notes intended to be used in this way should be written on loose sheets of paper previously numbered or in small books of which a number may be filled, or the books should be so made that they may be divided into

parts; the original notes may be read to other writers by the reporter, and transcribed by them; or the reporter may dictate to two or three long-hand writers by giving them alternately "takes" of ten or fifteen words, and continuing the dictation to each as he calls for more by repeating the last word of the preceding "take." In the latter method, the reporter reads alternately from two or three places as he reads to two or three writers, while each writer is engaged upon a certain connected portion of the report.

MATERIALS FOR WRITING.

The most serviceable instrument for writing is, to almost all writers, a new, plain, steel pen, firmly fixed in a smooth penholder, of such size as may be best adapted to the hand. Where writing is to be continued for a long time, it is well to have pens and penholders of different sizes ready for use, as it is often a great relief to the muscles to change from one to another.

When it is not convenient to use pen and ink, a good pencil of No. 2, No. 3 or S. M. grade, sharpened to a very fine point, may be used. Coarser and rougher paper is adapted to pencil writing; a better quality to writing with ink.

Small books of four by seven, or five by eighd inches, opening either at the side or on the top, are probably the most convenient for the use of short hand writers.

If the book opens at the side, only the right hand page should be used until the book is written through; the book may then be turned around and the pages then on the right hand side used, thus filling the book. If the book opens on the top of the page, only the lower page should be used until it is written through one way, and then the book turned around and the other pages filled.

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